



JACKIE STELCZ

QUALIFICATIONS

- Able to manage and interact with a variety of demographics.
- Able to maintain poise in sensitive and stressful settings, such as end of life transition.
- Maintains poise in a fast-paced workplace serving the public.
- Familiar with a variety of software programs, such as Microsoft word, Microsoft Excel, Microsoft Office, DWOS and 3-Shape CAD/CAM systems, and Adobe Photoshop.
- Efficient at scheduling and organizing staff schedules.
- Efficient in administrative work, as well as product processing, book-keeping, and data entry.
- Able to clarify the nature of a problem and propose viable solutions.
- Attention to detail; observational skills and assessment.
- Proficient in speaking and writing in English.

EDUCATION/TRAINING

University of the Fraser Valley, Abbotsford, B.C

Bachelor of Arts, Psychology • January 2019 – Current

- Currently attending The University of the Fraser Valley to pursue a Bachelors of Arts Degree in Psychology.

St. John's Ambulance, Abbotsford, B.C

First Aid and CPR-C Training • February, 2021

- Able to recognize life-threatening and non-life-threatening injuries and illness. As well as trained in the proper use of AED.

University of the Fraser Valley, Abbotsford, B.C

Naloxone Training and Certificate • March 2020

- Trained to recognize the signs of an overdose and administration of Naloxone.

Restaurants Canada, Mission,

B.C Food Safety Training Program • June, 2017 – June, 2022

- Trained in the proper manner of food handling and sanitation.

CDI College, Surrey, B.C

Dental Technology Diploma • April, 2013 – June, 2015

- Graduated with Honors studying complete and partial denture fabrication, crown and bridge metal work and ceramics, and fabrication of orthodontic appliances.

VOLUNTEER EXPERIENCES

Mission Hospice Society, Mission, B.C

Hospice Floor Volunteer • May 2018 – May 2019

- Assisted the residents with practical tasks, such as reorganizing residents' room and laundry.
- Maintain cleanliness of the Hospice Ward.
- Show families around the hospice as well as assisting with any needs.



32983 Boothby Avenue
Mission, B.C V2V 7R3



604.217.6714



jstelcz@gmail.com



<https://jstelcz.opened.ca>

My Objective

My objective is to secure a position within the field of mental health that allows me to utilize my skills in time-management, multitasking and empathy, while expressing compassion towards those seeking assistance.

MY UNIQUE PROPOSITION

I am a diligent and responsible leader, upholding the values of integrity and empathy towards others.

MY MISSION STATEMENT

I will strive to uphold mindfulness and empathy in everyday practices as life is ever-changing. I will help others to find their courage, give them guidance, and show others integrity.

- Run collected samples to the Laboratory for the nursing staff.
- Maintain composure during critical times for families.

Mission Racers Speed Skating, Mission, B.C

Assistant Speed Skating Coach • September 2002 - June 2015

- Created skating programs for people of all ages.
- Provided critical feedback to skaters regarding skating technique as well as participated in demonstrations
- Taught skate sharpening and assisted in maintaining the clubs skating equipment.
- Participate in skating competitions as a place judge annually.

Work Experiences

Wenting's Cycle & Mountain Shop • Office Manager

Mission, B.C • October 2019–Current

- Receiving products from distributors.
- Track sales, inventory, and revenue.
- Book-keeping of the store's expenses.
- Organize events for products.
- Design schematics for product layout in store.
- Handle cash from customers, and balancing the cash register.
- Work with the Owner to implement structures for communication and scheduling.
- Update current policy's and implement Covid-19 policy and strategies.
- Create job postings, look for qualified candidates, and implementing interview questions.

Starbucks Canada • Shift Supervisor & Barista

Mission, B.C & Aldergrove B.C • October 2016- October 2019

- Working in a fast pace environment.
- Well-rounded and flexible in all shift areas.
- Adjusting store schematics, maintaining organization, and keeping up Starbucks cleanliness standards.
- Able to run a team up to nine persons while maintaining the ability to make quick decisions.
- Took daily inventory stock and processed daily orders of product.
- Assisted in book keeping and balancing cash registers and the safe.
- Opened the new Aldergrove 264th location.

Everton Dental Laboratory • Dental Technician Assistant

Dental Technician Assistant • June 2015- December 2017

- Able to assess dental prescriptions and follow accordingly.
- Work alongside Dentists to collaborate on difficult cases.
- Attention to fine detail regarding teeth size, shape, and colour.
- Maintain patient confidentiality.
- Maintain sanitization throughout the workspace.
- Assisted in book keeping.

REFERENCES

- Available Upon Request